

SAMPLE AGENCY REGULATION ON REPORTS MANAGEMENT

SYNOPSIS: This regulation provides for a continuing Agency Reports Management Program to improve the quality and reduce the cost of reports.

1. SCOPE

The Agency Reports Management Program includes all recurring administrative or management reports submitted between: (1) Headquarters components, (2) headquarters and the field, and (3) the Agency and outside organizations. Individual components may expand this scope to include one-time reports.

2. DEFINITIONS

A report is an account or statement of information in written narrative, tabular, punch card or graphic form, transmitted from one organizational element to another in response to a need for information. A recurring report is one for which there is a standing requirement for its submission at prescribed intervals (daily, weekly, monthly) or periodically on each occurrence of an event or situation of certain prescribed characteristics (e.g., a report of an accident).

3. POLICIES

The Agency Reports Management Program shall be administered on a decentralized basis through Major Component programs governed by the following policies:

- a. Requirements for reports and rescissions thereof shall be in writing.
- b. Only approved reporting requirements shall be established or continued. An approved reporting requirement is one that has been coordinated by an official designated to perform this function, and to which a reports control symbol has been assigned.
- c. Reporting requirements in effect on the date of this regulation shall be considered approved pending their continued evaluation in accordance with paragraph 3f below.

Enclosure 1

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- d. An official shall be designated at each of the following headquarters levels to coordinate requirements for recurring reports in the categories shown:

Headquarters Levels

Categories

Deputy Director

Reports submitted between Major Components, and between Operating Offices within a Major Component

Operating Official

Reports submitted between divisions and staffs within an Operating Office.

- e. Each approved requirement for a recurring report shall be assigned a reports control symbol by the official responsible for coordinating the requirement. Reports control symbols shall be cited in directives requiring reports and in reports submitted accordingly. An individual who receives a recurring report directive which does not cite a reports control symbol shall refer the matter to the official designated to coordinate reporting requirements in his component, and may defer complying with the directive until notified that the reporting requirement has been approved.
- f. Existing reporting requirements shall be evaluated continually for effectiveness and continued need. New or revised requirements shall be reappraised initially within 3 to 6 months after submission of the first report.

4. RESPONSIBILITIES

- a. The Chief, Records Management Staff, is responsible for staff guidance, assistance, and coordination of the Agency Reports Management Program by providing broad plans, policies, standards and guides.
- b. The Deputy Directors are responsible for establishing, directing, and maintaining component Reports Management Programs in conformity with this regulation and the handbook, Installing and Operating an Area Reports Management Program.

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DIRECTOR